



STATE REPRESENTATIVE
SHAWN THIERRY

DISTRICT 146

Constituent Services Representative/Caseworker

Location: Houston, TX

Position Availability: Immediately

Salary: Negotiable Based Upon Experience

ESSENTIAL JOB FUNCTIONS REQUIRED

- Manages constituent requests for assistance (casework) by working with administrative agencies.
- Serves as a liaison with state, federal and/or local agencies on behalf of constituents.
- Responds to casework inquiries from constituents.
- Acts as the grassroots representative for the Member within assigned areas of responsibility.
- Monitors and updates the Member and District and Capitol staff on local issues.
- Reviews and responds to correspondence.
- Responds to constituent requests for flags, resolutions, tours and other information.
- Temperament to communicate with a variety of personalities in a tactful, pleasant and professional manner.
- Ability to work cooperatively and courteously with others.
- Performs other duties as assigned.

SKILLS AND KNOWLEDGE REQUIRED

- Demonstrates strong written and oral communication skills. Must communicate with professionalism, clarity, and timeliness with the offices of other elected officials, constituents, and all who engage with the office.
- Strong planning and organizational skills.
- Thoroughness and attention to detail.
- Ability to work long hours and a flexible schedule. Must be able to meet deadlines in high pressure situations, both independently and in cooperation with others.
- Appreciates the importance of teamwork; establishes and maintains a cooperative and effective working relationship with staff.
- Preferred experience working at least one prior legislative session.
- Must comply with the Member's personnel rules, policies, and best practices pertaining to supervising, sexual harassment and Equal Employment Opportunities.

TO APPLY

Please submit a cover letter and resume via email to Shawn.Thierry@house.texas.gov. Applications will be accepted until the position is filled. Please note, only applicants scheduled for an interview will be contacted.

The Texas House of Representatives is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provisions of services. In compliance with the Americans with Disability Act, if you require reasonable accommodations during the application process, please call 512-463-0865